ACCEPTABLE USE OF COMPUTERS AND INFORMATION NETWORKS

The Las Lomitas Elementary School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes.  The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations and this Acceptable Use Agreement.  The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability.  The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses.  Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal or prohibited activity.  Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district.  The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

K-3: STUDENT INTERNET SAFETY POLICY AND ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

As part of CIPA compliance (Children's Internet Protection Act), each Kindergarten-3rd grade student must have a completed Student Internet Safety Policy and Acceptable Use Agreement for Technology on file, stating he/she will abide by Las Lomitas Elementary School District (LLESD) Internet Safety Policy and rules regarding technology (tech) resources. We understand that K-3 students may not be able to read this Agreement, nor can their signature carry merit of understanding on this information, and therefore we ask the parents to partner with our training done at school to review the following information with their child.

All classes participate in a computer lab presentation at the start of school which presents the rules and guidelines of appropriate use and online safety. The district will additionally provide educational resources, offer cyber-safety programs, have students use appropriate cyber-safety software lessons (Common Sense Media materials), and offer parent education opportunities. The purpose of these programs and level of concern is to ensure a safe digital environment for all students. We ask that the K-3 parents partner in our efforts to provide online cyber-safety awareness programs, promote appropriate use, and review these materials in a conversation with their children, Signatures of parents/guardians on this document indicate an agreement to support our cyber-safety programs, accept and comply with District technology standards for rules and policies of appropriate behavior.

1. Access to the district's technology resources is a privilege - not a right. Access can be denied with any violations.

* Student's computer access entails responsibility and is to be used only for the District's educational purposes.

* Students are individually responsible for their online behavior and use of all technologies.

\* Students may not engage in inappropriate behavior when using the district's technology resources.

\* Students must follow all the General District Rules and policies for behavior as detailed in #2 below.

2. Students will learn and model safe and appropriate online behavior in all use, especially in interactions with social-based networking websites. Cyberbullying, defined as bullying and harassment by use of electronic devices though means of e-mail, instant messaging, text messages, social networks, blogs, websites, mobile phones, tablets and pagers is strictly prohibited. Consequences are outlined in BP 6163.4 General District rules and policies for behavior include:

\* All students will use the computers, networks, and internet following the appropriate and safe behaviors discussed in the lab presentations.

\* When online, students will only access appropriate curriculum related sites or teacher directed research needed for academic purposes.

\* No student will intentionally damage, degrade or waste any technology resource or use technology resources to harass, cyber-bully, insult or attack others.

\* It is illegal to knowingly participate in any way in the transmission of computer viruses or the spread of other harmful computer programs.

\* Hacking, e.g. gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering of district computer systems is unacceptable and is subject to significant disciplinary action.

\* Altering or using another user's account, password, folders, files, etc. without the other user's permission is not acceptable.

\* No video or music files can be downloaded into system or student folders without the approval of the teacher, and only for specific curriculum.

\* Accessing or participating in real-time chatting (e.g. chat rooms, instant messaging), visiting social networking sites, accessing outside email accounts, or blogging is permitted ONLY when monitored or instructed by a teacher as part of a curriculum related technology need.

\* For personal safety online, students must never disclose their own or someone else's home address, phone number or other personal information, provide credit card or other financial information, or conduct financial transactions over the Internet.

3. The District reserves the right to access student work, files, folders, accounts, passwords, etc. and other Internet accessed information kept on its computer systems; and

to modify and/or delete those items in the interest of security, maintenance or other legitimate district purpose.

4. Pursuant to the Children's Internet Protection Act and the Neighborhood Children's Protection Act, the LLESD uses a filtering server and software program to filter inappropriate material found on the Internet accessed via the LLESD network. It is not foolproof, and during the school day, teachers and staff will guide students toward appropriate materials. Access to the internet not through LLESD networks (i.e. via cloud computing as 3G, 4G, etc.) is not as manageable by the district (i.e. access to internet via Smart-Phones or any internet devices). Parents bear the same responsibility for such guidance as they use information sources such as the Internet, television, telephones, movies, radio and other media.

Because the LLESD cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child's use of the technology resources.

The student and the student's parent/guardian agree to release and hold harmless the district and its officers, board members, employees and agents, from and against any and all liability, loss, expense, or claim for injury or damages the student or student's parent/guardian may have arising out of the use of the technology system.

5. Violation of these rules is unacceptable and may result in a loss of access and privileges, suspension as well as other disciplinary or legal action deemed necessary.

Please complete ALL of the information below and return this form to your child's school. It MUST be completed, signed and returned regardless of whether or not you WILL allow your child to use the LLESD technology resources based on the above rules. The LLESD supports and respects each family's right to decide whether or not your child may have access to these resources.

Student Name (please print): _____

Grade: _____ Birth Date: _____

I have read the LLESD Internet Safety Policy & Student Acceptable Use Agreement for Technology. I have discussed this policy with my child and understand that he/she is required to follow the rules for acceptable use of technology. I understand that we will be liable for any violations of these rules, financially responsible for any damage to district resources, and that my child will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges. (Please ONLY check one box.)

___ We, child and parent/guardian, accept this policy and agree to abide by its rules and mandates; our acceptance will allow the student (named above) to use District tech resources, computer hardware/software, networks and the Internet. We hold the LLESD and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense or claim for injury or damages students may have arising out of the use of District tech resources.

___ We, child and parent/guardian, do not accept this policy; we understand that the student named above will not be allowed to use District technology resources, computer hardware/software, networks and the Internet.

Parent/Guardian Name (please print): _____

Home Telephone: _____

_____
Parent/Guardian Signature                          Date

Exhibit                          LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
version: June 12, 2013           Menlo Park, California
Revised: December 14, 2016

Exhibit 2                                                                E 6163.4

ACCEPTABLE USE OF COMPUTERS AND INFORMATION NETWORKS

GRADE 4-8: STUDENT INTERNET SAFETY POLICY AND ACCEPTABLE USE
AGREEMENT FOR TECHNOLOGY

The Las Lomitas Elementary School District authorizes students to use technology
owned or otherwise provided by the district as necessary for instructional purposes.  The
use of district technology is a privilege permitted at the district's discretion and is subject
to the conditions and restrictions set forth in applicable Board policies, administrative
regulations and this Acceptable Use Agreement.  The district reserves the right to
suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential
problems and liability.  The district may place reasonable restrictions on the sites,
material, and/or information that students may access through the system.

District technology includes, but is not limited to, computers, the district's computer
network including servers and wireless computer networking technology (wi-fi), the
Internet, email, USB drives, wireless access points (routers), tablet computers,
smartphones and smart devices, telephones, cellular telephones, personal digital
assistants, pagers, MP3 players, wearable technology, any wireless communication
device including emergency radios, and/or future technological innovations, whether
accessed on or off site or through district-owned or personally owned equipment or
devices.

Privacy

Since the use of district technology is intended for educational purposes, students shall
not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology,
including, but not limited to, access to the Internet or social media, communications sent
or received from district technology, or other uses.  Such monitoring/recording may occur
at any time without prior notice for any legal purposes including, but not limited to,
record retention and distribution and/or investigation of improper, illegal or prohibited
activity.  Students should be aware that, in most instances, their use of district technology
(such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the
district. The creation or use of a password by a student on district technology does not
create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

As part of CIPA compliance (Children's Internet Protection Act), each $4^{th} - 8^{th}$ grade student must have a completed Student Internet Safety Policy & Acceptable Use Agreement for Technology on file, stating he/she will abide by Las Lomitas Elementary School District (LLESD) Internet Safety Policy and rules regarding technology (tech) resources. We understand that $4^{th}$-$8^{th}$ grade signatures may not carry merit of understanding on this information, and therefore we ask the parents to partner with our training done at school to review the following information with their child.

All classes participate in a computer lab presentation at the start of school which presents the rules and guidelines of appropriate use and online safety. The district will additionally provide educational resources, offer cyber-safety programs, have students use appropriate cyber-safety software lessons (Common Sense Media materials), and offer parent education opportunities. The purpose of these programs and level of concern is to ensure a safe digital environment for all students. We ask that the $4^{th}$–$8^{th}$ grade parents partner in our efforts to provide online cyber-safety awareness programs, promote appropriate use, and review these materials in a conversation with their children, Signatures of parents/guardians on this document indicate an agreement to support our cyber-safety programs, accept and comply with District technology standards for rules and policies of appropriate behavior.

1. Access to the district's technology resources is a privilege - not a right. Access can be denied with any violations.

* Student's computer access entails responsibility and is to be used only for the District's educational purposes.

* Students are individually responsible for their online behavior and use of all technologies.

* Students may not engage in inappropriate behavior when using the district's technology resources.

\* Students must follow all the General District Rules and policies for behavior as detailed in #2 below.

2. Students will learn and model safe and appropriate online behavior in all use, especially in interactions with social-based networking websites. Cyber-bullying, defined as bullying and harassment by use of electronic devices though means of e-mail, instant messaging, text messages, social networks, blogs, websites, mobile phones, tablets and pagers is strictly prohibited. Consequences are outlined in BP 6163.4. General District rules and policies for behavior include:

\* All students will use the computers, networks, and internet following the appropriate and safe behaviors discussed in the lab presentations.

\* When online, students will only access appropriate curriculum related sites or teacher directed research needed for academic purposes.

\* No student will intentionally damage, degrade or waste any technology resource or use technology resources to harass cyber-bully, insult or attack others.

\* It is illegal to knowingly participate in any way in the transmission of computer viruses or the spread of other harmful computer programs.

\* Hacking, e.g. gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering of district computer systems is unacceptable and is subject to significant disciplinary action.

\* Altering or using another user's account, password, folders, files, etc. without the other user's permission is not acceptable.

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\* Accessing or participating in real-time chatting (e.g. chat rooms, instant messaging), visiting social networking sites, accessing outside email accounts, or blogging is permitted ONLY when monitored or instructed by a teacher as part of a curriculum related technology need.

\* For personal safety online, students must never disclose their own or someone else's home address, phone number or other personal information, provide credit card or other financial information, or conduct financial transactions over the Internet.

3. The District reserves the right to access student work, files, folders, accounts, passwords, etc. and other Internet accessed information kept on its computer systems; and to modify and/or delete those items in the interest of security, maintenance or other legitimate district purpose.

4. Pursuant to the Children's Internet Protection Act and the Neighborhood Children's Protection Act, the LLESD uses a filtering server and software program to filter inappropriate material found on the Internet accessed via the LLESD network. It is not foolproof, and during the school day, teachers and staff will guide students toward appropriate materials. Access to the internet not through LLESD networks (i.e. via cloud computing as 3G, 4G, etc.) is not as manageable by the district (i.e. access to internet via Smart-Phones or any internet devices). Parents bear the same responsibility for such guidance as they use information sources such as the Internet, television, telephones, movies, radio and other media.

Because the LLESD cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child's use of the technology resources.

The student and the student's parent/guardian agree to release and hold harmless the district and its officers, board members, employees and agents, from and against any and all liability, loss, expense, or claim for injury or damages the student or student's parent/guardian may have arising out of the use of the technology system.

5. Violation of these rules is unacceptable and may result in a loss of access and privileges, suspension as well as other disciplinary or legal action deemed necessary.

Please complete ALL of the information below and return this form to your child's school. It MUST be completed, signed and returned regardless of whether or not you WILL allow your child to use the LLESD technology resources based on the above rules. The LLESD supports and respects each family's right to decide whether or not your child may have access to these resources.

Student Name (please print): _____

Grade: _____ Birth Date: _____

I have read the LLESD Internet Safety Policy & Student Acceptable Use Agreement for Technology. I have discussed this policy with my child and understand that he/she is required to follow the rules for acceptable use of technology. I understand that we will be liable for any violations of these rules, financially responsible for any damage to district resources, and that my child will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges. (Please ONLY check one box.)

___ We, child and parent/guardian, accept this policy and agree to abide by its rules and mandates; our acceptance will allow the student (named above) to use District tech resources, computer hardware/software, networks and the Internet. We hold the LLESD and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense or claim for injury or damages students may have arising out of the use of District tech resources.

___ We, child and parent/guardian, do not accept this policy; we understand that the student named above will not be allowed to use District technology resources, computer hardware/software, networks and the Internet.

Parent/Guardian Name (please print): _____

Home Telephone: _____

Parent/Guardian Signature: _____ Date: _____